



## CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CONTROLLER, OFFICE OF STATE THE	<b>RELEASE DATE:</b>	Thursday, August 2, 2012
<b>POSITION TITLE:</b>	CEA Level I, Bureau Chief	<b>FINAL FILING DATE:</b>	Thursday, August 16, 2012
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	08022012_1

### POSITION DESCRIPTION

Imagine providing oversight of the issuance of approximately 183,000 warrants a day; 26 million warrants per year of which approximately 10.3 million of them are personal income tax refunds and 13 million related to payroll and retirement payments. Better yet, imagine providing such a service within the Office of the State Controller; the State's Chief Fiscal Officer responsible for safeguarding the expenditure of public funds. This could be the perfect opportunity for someone like you to compete in this examination.

**General Description:** With general direction provided by the Chief, Administration and Disbursements Division, perform a variety of administrative duties associated with enforcing the program directives of the State Controller in disbursing all state and federal public funds. Manage, through subordinate managers, a staff of one hundred (100, professional, technical, analytical, and support staff, with responsibility for adherence to laws, rules, regulations, and policy formulation regarding legal disbursement of state and federal funds. Manage staff in the following subsections of the division: Computer Operations, Auxiliary Services, General Disbursements, and Support and Analysis units. Specific duties include but will not limited to the following:

**Essential Functions:** - Manage the performance of staff assigned special projects, requiring broad policy perspective relative to the disbursing programs for state and federal public funds; review staff performance in relation to program effectiveness; - Allocate resources; resolve intra and inter divisional management issues relating to disbursement of public funds; - Set statewide program goals, policies, and objectives; establish project priorities; administer a statewide disbursing program, through subordinate managers and supervisors; - Effectively present the division's program stance, statewide policy position, and status before the Senior Executive Staff members, other state and federal governmental agencies, and private businesses; - Meet and confer with other Office management, senior level staff from other state agencies relative to disbursement of state and federal public funds and other special programs such as Child Support Payment; local and federal government representatives, and business executives for the purpose of resolving issues impacting

their specific programs that result from the division's critical role in payment of state incurred financial obligations; - Manage staff responsible for the review of legislation affecting the disbursing obligations of the Office; legislation with multiple agency impact requiring the representation of the State Controller's position in legislative committee hearings; - Ensure that, during the budgetary process, projections of future needs of the division are adequately justified through the Budget Change Proposal and/or the Budget Revision process; - In the absence of the Chief, Administration and Disbursements Division, act with full authority to commit resources to disbursing problem or policy resolution. Represent the State Controller's Office on interdepartmental steering committees associated with payment issuance and technology. - Provide oversight of the division's involvement in projects such as FI\$Cal, 21st Century (MyCalPays), etc.

Core Competencies: • Time Management • Leadership • Accountability • Adaptability/Flexibility • Results Oriented • Effective Communications • ERP/project implementation experience • Fiscal Accountability • Control agencies requirement knowledge • Negotiations

Knowledge and experience in a mechanically supported production environment preferred.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's

or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

\*Demonstrated knowledge of federal and state policies, rules & standards relative to program payment functions. \*Experience in recommending, developing and implementing policies relative to program issues. \*Administrative experience communicating with the control entities such as the Department of Finance and/or the Legislature. \*Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests. \*Knowledgeable of budgeting process. \*Demonstrable writing skills.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA Level I, Bureau Chief**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will

be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Please write "051-140-7500-003" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, Examination Unit/Human Resources  
300 Capitol Mall, 3rd Floor, Sacramento, CA 95814  
David Spring | 916-322-2791 | dspring@sco.ca.gov

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)